	POSITION DESCRIPTION		PD043
	Senior Design Engineer		
Classification	Professional Level 2	**Status**	Permanent Full Time
Directorate	Infrastructure & Development	**Incumbent**	Vacant
Department	Engineering Services	**Reporting to**	Manager Engineering Services

PURPOSE OF THE POSITION

To lead the design and technical operations division of Council's engineering service department and provide technical advice and guidance to the delivery of Council's capital and operational works programmes

This role will provide senior leadership and guidance to delivering the design and operational works requirements of Council engineering services department, in particular;

- Provide Engineering leadership to the Engineering Services Team including training and mentoring.
- Management, coordination and scheduling of internal and external design resources to ensure timely delivery of Council's annual capital works program.
- Oversight and provision of technical support to Council's customer service request stream as it relates to engineering and infrastructure requests.
- Ensure that timely and accurate oversight of engineering assessments of development and subdivision applications is undertaken.
- Provide Engineering oversight of Councils infrastructure assets, including roads, stormwater, bridges and provision of estimating and design to develop and maintain Council 10 year works program, in consultation with Council's asset team.
- Provision of engineering and design support and liaison with Council outdoor works teams.
- Undertaking engineering calculations and computations to support and justify design specifications.
- Project management and procurement activities as required to deliver scope of projects.
- Support and periods of back fill to the engineering services manager role.

KEY RESPONSIBILITIES	DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS)
Design Coordination	▪ Provide engineering and design management expertise in the planning, design, development of Councils capital and operational works programmes. ▪ Provide engineering and design management expertise in the planning, development and construction phases of determined Council projects. ▪ Facilitate the provision of quality engineering designs that meet the service level expectations of Council. ▪ Actively liaise and assist the Asset Management Team in delivery and revision of the strategic asset management plan and 10 year works plan. ▪ Undertake design calculations and computations in the design of stormwater systems and road networks.
Operational works coordination	▪ Provide leadership and support to the engineering services team to deliver the daily operational requirements of the engineering services team, including;

KEY RESPONSIBILITIES	DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS)
	○ Customer request liaison ○ Development and subdivision applications ○ NHVR permit assessment ○ Road occupation permit assessment ○ 337 certification assessment ▪ Provide design and technical support to the delivery of operational works as it relate to Councils outdoors works teams. ▪ Attend and participate in depot and engineering team meetings.
Strategic planning	▪ Provide specialist engineering and technical advice to the development of Councils 10 year works plan. ▪ Provide design and project cost estimation to assist in the development of strategic asset management plans. ▪ Liaise with other departments within Council to determine other corporate and legislative requirements of project deliverables.
Project Management	▪ Preparation of tender and procurement documentation. ▪ Participation in tender review and recommendation panels. ▪ Preparation of reports to Council or senior management recommending award of contracts. ▪ General management of contracts and project deliverables associated within scope of project works. ▪ Working closely with council's depot staff during construction projects and provide support and advice in design variations and amendments.
Standard Clauses	
Work Health and Safety	▪ To have a sound understanding and knowledge of legislative requirements that apply to Council under the *Work Health & Safety Act & Regulations 2012*. ▪ To give clear instruction, guidance and support to Officers, Coordinators, Supervisors and employees within your charge to ensure that legislative requirements, procedures, directives and policies of Council are met. ▪ Promotion of Council's Safety Management System and associated documents. ▪ Participating in Workplace Inspections as per schedule. ▪ Investigating contributing factors and root cause of Incident/Hazard Reports and documenting risk assessment and corrective actions to be taken. ▪ Reviewing, updating and creating SWMS, JSAs, TMPs and SOPs when required.
Policies and Procedures, Corporate Planning and Reporting	▪ Contributes to Council policy development, planning and reporting processes as they relate to the department and activities. ▪ Ensure appropriate documented policies, codes of practice, procedures and processes are in place. ▪ Actively participate in reviews of relevant policy or procedures and planning of resource utilisation for the operational effectiveness of the department; in particular the annual planning and budget-cycle within agreed timeframes. ▪ Both strategic and operational requirements are addressed. ▪ Key Service Activity Plans and Departmental Plans, which incorporate goals and objectives that work towards the strategic direction of the Council, are developed and updated.

KEY RESPONSIBILITIES	DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS)
Financial Management - Organisational	▪ Operational objectives achieved within budget. ▪ Capital expenditure completed within budget allocation. ▪ Actively participates in the Council's estimate process with input and recommendations provided within agreed timeframes. ▪ Actively monitor the financial position of relevant work areas/projects. ▪ Resources are sourced and approved via the Council's procurement process.
Human Resources – Management of Employees	▪ Compliance with HR policies and procedures demonstrated. ▪ Support and expert guidance to management and staff assisting them with the delivery of obligations.
Leadership - Managing, teamwork, mentoring and coaching	▪ Professional, ethical and inclusive leadership which enables individuals and operational objectives to achieve strategic outcomes and promote core values. ▪ Teamwork fostered within the group. ▪ Time effectively managed and plans and goals prioritised. ▪ Staff actively mentored and/or coached in the performance of their role. ▪ Effective communication occurring with staff and stakeholders. ▪ A workplace culture which has a solutions-based capability promoting innovation, new approaches and solutions; enhancing individual and organisational capability to deliver excellent and responsive services.
Change Management, Continuous Improvement and Workplace Culture.	▪ Provision of highly professional leadership in the areas of continuous improvement, culture change and constructive relationships whilst fostering an equitable and fair workplace. ▪ Develop a team that values and rewards integrity, trust and innovation. ▪ Active participation in change initiatives. ▪ Explore innovative IT opportunities to enhance service delivery in the field and capture of data. ▪ Appropriate workforce consultation and communication practices in relation to new or proposed changes. ▪ Employees are encouraged to participate in review processes including business process, service levels and relevant operating systems,
Meetings and Interactions	▪ Attending and actively participating in internal and external meetings and workshops, as required. ▪ Attending engineering team meetings and other internal meeting as required.
Compliance	▪ Awareness and compliance with relevant standards, regulations and legislation. ▪ Statutory obligations met. ▪ Council Plans, policies and procedural obligations met.
Customer Service	▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team. ▪ Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations.
Confidentiality	▪ Integrity and confidentiality of all council related activity and documentation is being maintained.

KEY RESPONSIBILITIES	DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS)
Records Management	▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy.
Procurement	▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits.
Risk Management	▪ Maintain an active awareness and reporting of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council. ▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation. ▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances.
Performance Measures	▪ Departmental Key Performance Indicators (KPI's) developed. ▪ Reports against KPIs are occurring. ▪ Performance monitored against internal and external Council survey results.
Additional Duties	▪ Other duties as directed within the scope of the position.

SPECIAL CONDITIONS

- A current driver's licence is an essential requirement of this position.
- A pre-employment medical including drug and alcohol testing is required prior to commencement.
- A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.

WORK HEALTH AND SAFETY ACCOUNTABILITIES

All staff are required to observe the following WHS accountabilities:

1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and
2. Ensure full compliance with responsibilities under the *WHS Act 2012*, the *WHS Regulations 2012* and other relevant legislation, in particular:
   - Take reasonable care for your own safety (physiological and psychological) and that of others at their work.
   - Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment.
   - Report safety hazards to minimise and control risk.
   - Report immediately any incident or injury which arises in the course of your work.
   - Ensure completion of induction, instruction and training prior to undertaking tasks.
   - Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
   - Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

CORPORATE ACCOUNTABILITIES

All staff are required to observe the following corporate accountabilities:

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan, Safeguarding Children and Young People and matters outlined in the Employee Handbook and Enterprise Agreement.

COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

RESPECT - People are heard, valued and respected. We are fair and equitable in all our practices.

PRIDE - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

CONNECTION - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

SUSTAINABILITY - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

LEARNING - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Engineering Services
Direct Reports	Technical Officer – Engineering and Development Technical Officer – Civil and Design
Internal Liaisons:	The Senior Design Engineer is required to operate as an effective part of the Infrastructure & Development team and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation.
External Liaisons:	The Senior Design Engineer interacts with various representatives of the community and other Councils on behalf of the organisation. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Senior Design Engineer exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, the Officer will refer the matter to the Manager Engineering Services.

PERSONAL ATTRIBUTES

- Display an attitude of discretion and integrity.
- Motivated with the ability for work in a team environment.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Inclusive and effective communication skills and techniques with an ability to respectfully engage with, and to communicate concepts, to others.
- Ability to build and maintain cooperative relationships.
- High standard of ethics and integrity which inspires trust and confidence.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Commitment to ongoing personal and professional development which drives best practice.
- Proactively utilises initiative, innovation and a commitment to continuous improvement.
- Strong collaborative skills which enable effective engagement within a high functioning cohesive team.
- Ability to employ sound judgment and decision making amongst competing demands.
- Ability to show initiative in planning and developing new ideas and approaches, and to implement and communicate change effectively.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Formal Qualifications

- Relevant Qualification in Civil Engineering or equivalent.
- Current unrestricted Tasmanian driver licence.

Knowledge & Experience

- Extensive knowledge and experience in design and local government operational works requirements.
- Experience with tendering and contract preparation, documentation.
- Highly developed financial and budget management skills.
- High level written and verbal communication and interpersonal skills.
- Ability to deal effectively with distressed and agitated clients, placate clients and resolve problems.
- Ability to work in a team and to exercise tact, discretion and sound judgment.
- Demonstrated courteous disposition and helpful and friendly demeanour.
- The ability to work under pressure with accuracy.
- Research skills.
- Above average conceptual, analytical and creative skills.
- Knowledge and experience in asset management systems and practices.
- Knowledge of financial reporting requirements.
- Have a high level of computer skills in including the use of design software such as AutoCAD and DRAINS.
- Time management skills and the ability to develop, maintain and monitor own work program to meet deadlines.
- Advanced supervisory experience highly regarded.
- Knowledge of risk management.
- Experience with Smart Phones and online technology and willingness to use as part of your role

SELECTION CRITERIA

Essential

- Completion of a Bachelor in Civil Engineering or equivalent and/or substantial experience in engineering and infrastructure (roads, traffic management, hydraulic services) works planning, design and construction.
- Experience in the leadership, management and development of a team in a medium sized organisation.
- Highly developed communication, interpersonal, negotiation, analytical and problem solving skills.
- Advance computer application skills (including word, excel, access, AutoCAD etc.).
- Extensive knowledge and experience in tendering and contract preparation, documentation, supervision and management.
- Knowledge and experience in asset management systems and practices.
- Highly developed financial and budget management skills.
- High level written and verbal communication and interpersonal skills.
- Current driver licence (condition of employment is that a licence is maintained at all times)

ADDITIONAL BENEFITS

The following workplace benefits may be offered to the successful candidate by negotiation;

- Working from home arrangements, with Council supplied laptop and hardware to facilitate.
- Flexible hours and start/stop working times
- Increase to base salary to align with relevant skills, qualifications and experience

ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Approval: _____ Date: _____